AS WATSON GROUP

GROUP PUBLIC RELATIONS

Publicity REQUEST FORM

# DETAILS OF THE SPOKESPERSON

|  |  |
| --- | --- |
| Business Unit |  |
| Name |  |
| Title |  |

# DETAILS OF THE PUBLIC EVENT

|  |  |
| --- | --- |
| Organiser |  |
| Credibility of the Organiser |  |
| Audience |  |
| Competitor Attendance |  |
| Nature of Event  (e.g., Seminar, Conference, Talk, Award judging etc.) |  |
| Nature of Speaking  (e.g., Presentation, Speech, Panel discussion etc.) |  |
| Date & Time |  |
| Venue |  |
| Topics |  |
| Clear Benefits to Business Please be specific:  - Which company is targeting  - How much benefit is involved  - When will the benefits be effective  - Any indication of certainty (contract/ MOU…) |  |
| Public Speaking Experience |  |
| Submitted by (Name, Title) |  |
| Endorsed by (Name, Title) |  |
| Submission Date |  |

|  |  |
| --- | --- |
| **INTERNAL USE ONLY** |  |
| Recommended by | Approved by |
|  |  |
| Malina Ngai  Chief Executive Officer  AS Watson (Asia & Europe) | Dominic Lai  Group Managing Director  AS Watson Group |
| Date: | Date: |

\*All Public Speaking Request should be done at least 1 week before the event, and approval should be obtained from the subsidiary MD and GMD via GPR